

Name of assessor
 Date of assessment
 Review date

Example Risk Assessment

Activity	Who affected	Risk and consequence	Risk level	Measures in place	Any other comments
Vacuuming gallery	Volunteer steward – working alone	Electrocution – injury/death	(High but very unlikely =) Low	Visual inspection of equipment. Regular maintenance of equipment (and PAT). Suitable equipment for task. Someone else always knows when volunteer is on site working and there is an agreed check in time.	
		Trip – injury/death	(Low and quite unlikely =) Low	Plan work and don't rush	Prioritise work, don't take risks if time short
Moving equipment around building	Volunteer stewards – working alone	Manual handling injury	(Medium, injury likely if don't pay attention) = medium	Manual handling training. Suitable equipment for task (including use by lone worker) Someone else always knows when volunteer is on site working and there is an agreed check in time.	For difficult equipment plan ahead and don't work alone
Working alone in building	Volunteer stewards – working alone	Being unable to summon help	Increases risk of all other tasks	Someone else always knows when volunteer is on site working and there is an agreed check in time. Keep exterior doors locked where appropriate and do not let anyone into building unless certain of identity. Only appropriate tasks undertaken when lone working. Do not rush, do not take risks – plan work.	

Signature:

Date: